

**From:** Oaks, Brion  
**Sent:** Monday, March 20, 2017 4:20 PM  
**To:** Sanchez, Marion <Marion.Sanchez@austintexas.gov>  
**Subject:** Follow up for HLQL Commission

Thank you so much for allowing me to debrief with you about the Equity Office and our initial priority of developing the first version of the City's Equity Assessment Tool. We are very excited about this project and its potential to bring about positive change in the City of Austin. As representatives for your respective Commission, we'd love for you to get involved in the development of our Tool. Your input is invaluable to ensuring that this tool adequately addresses the needs of all of Austin's communities.

Here are a few ways that you can be a part of this exciting process:

**1) Join the Equity Action Team** - This is our ever-growing group of equity champions to whom we bring all new developments for feedback. They are our first point of contact on any new projects. This team meets monthly and all projects are shared with them for commentary before implementation. Our next meeting will be on Friday, March 24th from 11:30AM-1:00PM at the CTEC building RM 320 located at 5010 Old Manor Road. If you would like to be a part of the Equity Action Team, please contact our Program Coordinator, Gabriella Beker ([gabriella.beker@austintexas.gov](mailto:gabriella.beker@austintexas.gov)) [512-974-9077](tel:512-974-9077) for the calendar of meetings for the year and to be added to our mailing list.

**2) Provide feedback on the first draft of the equity assessment tool** - Here is a link to the google doc of our first Equity Assessment Tool draft. You may add comments on the draft directly, or you may talk to Gabriella about any questions, comments, or concerns you may have about this prototype. We want to ensure that everyone's voice has been heard in this process.

[https://docs.google.com/document/d/12\\_boHTxystzcauPM7\\_pfcHGjr-r9elXrb5BdKiTbTk8/edit](https://docs.google.com/document/d/12_boHTxystzcauPM7_pfcHGjr-r9elXrb5BdKiTbTk8/edit)

**3) Join an Equity Action Team committee** - We are currently in the process of organizing three committees within our Equity Action Team-- the Community Engagement Committee, Equity Academy Training Committee, and Implementation Evaluation Committee. The Community Engagement Committee will ensure that all of our projects go through community input processes that are accessible, meaningful, and relevant to the scope of the initiative. The Equity Academy Training Committee will assist in the development of trainings for city staff, including department directors, in Equity issues and the use of the Tool. Finally, the Implementation Evaluation Committee will monitor the process of the Tool's implementation in our five pilot departments to identify and address issues or roadblocks in this process. Please contact Gabriella Beker to get involved in any one of these and find out about upcoming meetings.

**4) Forward an invitation to others to join the Equity Action Team** – Let us know about potential people in the community that you think would be great champions for Equity and can join the Equity Action team. We would like to encourage you to pass on an invitation for them to join. We want to make sure that everybody has a voice in this process, so if you know anyone who may be interested, feel free to forward this email to them or let them know about the Equity Action Team.

Thank you all for your time, and we hope to hear from you all soon!